

**FINANCE & ADMINISTRATION CABINET
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF HISTORIC PROPERTIES**

GUIDELINES FOR EXHIBITS IN THE CAPITOL TUNNEL

1. Any posters, drawings, photos, etc., to be exhibited in the Capitol/Annex tunnel must be attached to the walls of the tunnel on the tile side only.
2. **NO SCOTCH TAPE, DUCT TAPE, OR MASKING TAPE MAY BE USED TO FASTEN EXHIBITS TO THE TILE SURFACES** as tape has a tendency to permanently adhere to the tiles.
3. The **ONLY** material which may be used to temporarily fasten items to the tunnel walls is a putty-type of material which will not scratch or permanently adhere to the tile wall.
4. Any group or agency requesting permission to hang an exhibit in the tunnel **will be responsible for hanging the exhibit in the manner specified above, removing the exhibit at the agreed upon time, and cleaning the tile surfaces of any residue from the exhibit process.**
5. Any group or agency using this area for an exhibit should assign someone to be responsible for checking on the exhibit at least once a week to make sure the various elements of the exhibit are still fastened to the wall. We do not have anyone available in the Capitol to be responsible for the exhibit items.

I have read, understand, and agree to abide by the above guidelines regarding use of the tunnel area for exhibit purposes.

Signed:_____ Date:_____

Title:_____

Organization:_____ Telephone:_____

Alternate Telephone #: _____ Fax #: _____

E-Mail Address: _____

Address:_____

City:_____ State:_____ Zip Code _____

